



The City of Snohomish, Washington



is seeking a

Project Manager

*(Parks, Trails, Open Space and
Development Projects)*

\$79,548 to \$88,140 annually, plus excellent benefits



Incorporated in 1890, the City of Snohomish is located just 30 miles northeast of downtown Seattle. The City is 3.16 square miles in area and has a population of approximately 9,200. Snohomish is considered to be one of the most livable small communities in Western Washington. The City of Snohomish maintains its small town, friendly atmosphere, but also projects an underlying sense of energy and potential growth. Residents are intent on maintaining a quality of life by effectively managing growth and ensuring that the City's high quality municipal services are maintained in all operational areas.

116 Union Avenue, Snohomish, WA 98290
(360) 282-3162, FAX: (360) 568-1375
www.snohomishwa.gov

THE COMMUNITY:

Located in the heart of the Pacific Northwest, along the banks of the Snohomish River, the City of Snohomish is a community that maintains ties to the past while progressively shaping its future as the home of 9,200 residents. The City of Snohomish is located in one of the fastest growing counties in the State and is known as the “Antique Capital of the Northwest.” The City is the third oldest city in the State of Washington and contains a significant National Historic District. Its ideal location, just 30 miles northeast of downtown Seattle, provides residents with easy access to a wide variety of recreational, cultural and educational opportunities.

CITY GOVERNMENT:

The City of Snohomish operates under the Council-Manager form of government with the City Manager serving as the Chief Executive Officer and head of the administrative branch of city government. Seven Councilmembers are elected to four-year staggered terms; the Mayor is selected by a vote of the Councilmembers. The City Manager reports directly to the Council and has direct oversight of a full service City run by four Department Directors. Fifty full-time employees provide City services, with the City Manager guiding an \$18 million operating budget and a total budget of \$35 million (all funds).

DEPARTMENT OVERVIEW:

The Engineering Division provides engineering and project management oversight of capital construction, public works maintenance, and operations within the public right-of-ways. This Division also assists the Planning Department in review of development plans and building permits. Other services include transportation engineering, water engineering, wastewater engineering, surface water engineering, and right-of-way inspection. The Public Works Department provides water, wastewater, and storm water utility maintenance and services, maintains streets and traffic safety, manages capital projects from planning to completion, enforces engineering code requirements, and manages and maintains parks, facilities, and the city’s fleet. The Public Works Department is staffed with thirty (30) full-time positions. The Engineering Division is currently staffed by five (5) full time employees.

THE POSITION:

Under general administrative direction of the City Engineer, plans, organizes, and manages a wide range of park and development projects from conception through implementation; manages and performs a variety of grant functions; acquires property and easements for projects; reviews plans; and provides information and assistance to the general public regarding park and development projects.

EDUCATION AND EXPERIENCE:

- Equivalent to a Bachelor’s Degree from an accredited college or university with a major in Parks Administration, Planning (Urban, Regional, Environmental, Natural Resource or Park), Landscape Architecture, or a related field.
- Four years of increasingly responsible experience in the essential duties of the position.
- A combination of education, training and experience that provides the candidate with the knowledge, skills and abilities to perform the job will be considered.

LICENSE OR CERTIFICATE:

Possession of a valid Washington State Driver’s License.

OTHER REQUIREMENTS:

Must successfully pass pre-employment criminal background and driver records check.

THE IDEAL CANDIDATE:

The ideal candidate will possess:

- Strong skills in managing capital projects, with experience in park development, including property acquisition, contractor selection, contract administration and project and budget oversight;
- Grant writing expertise and grant administration experience;
- Strong written and verbal communication skills;
- Team player;
- Ability to multi-task and appropriately prioritize work; and
- Meeting facilitation and presentation experience.

COMPENSATION AND BENEFITS:

The salary for this position is within an established annual range of \$79,548 to \$88,140. Placement within the range will be dependent upon the qualifications and experience of the selected candidate. An excellent benefit package provides medical insurance, dental and vision coverage, life, short-term, and long-term disability insurance.

TO APPLY

Apply online or download application materials: www.snohomishwa.gov

Open until filled. Next application review: Monday, April 13, 2015

EOE